



AIR PERMIT APPLICATION COVER SHEET – INSTRUCTIONS

The purpose of this cover sheet is to obtain the core information needed to process the air permit application. This cover sheet is required for all air permit applications submitted to the [Indiana Department of Environmental Management \(IDEM\)](#), [Office of Air Quality \(OAQ\)](#). This cover sheet should be placed on top of all subsequent forms and attachments that will comprise your full air permit application packet.

If you have any questions, contact the IDEM OAQ Permit Reviewer of the Day (PROD) at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the [online form](#).

Copies of your air permit application packet must be submitted to the IDEM Cashier (original and 2 copies), your local library (1 copy), and, if applicable, your local agency (1 copy) and/or regional office (1 copy). [Local agency](#) and [regional office](#) addresses are posted on the IDEM website. The mailing addresses for the IDEM Cashier is:

IDEM Cashier
100 North Senate Avenue
P.O. Box 6015
Indianapolis, IN 46206-6015

NOTE: The IDEM Cashier will forward the application packet to IDEM, OAQ once any applicable filing fees have been paid in full. If no fees are due to IDEM, the application packet can be mailed directly to IDEM, OAQ using the same address as above.

1. Tax ID Number:

Provide the identification number that this company uses for tax purposes.

Part A: Purpose of Application

Part A is intended to identify the purpose of this air permit application. For the purposes of this form, the term "source" refers to the plant site as a whole and NOT to individual emissions units.

2. Source Name:

Provide the legal name of the company or plant that will be used to conduct official business with this source.

3. Source ID:

The source identification (ID) number consists of a three (3) digit county code and a five (5) digit source code separated by a dash (-). Sources that have been previously permitted with the OAQ should have received a source ID from our office. If you are planning to construct an entirely new source, you will not yet have a source ID, so you will need to put the words "Not Applicable" on this line.

If you think you have a source ID, but you are not sure, contact the permit reviewer of the day at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the [online form](#).

4. Billing Address:

Provide the address where air permit and emissions statement billing information should be mailed.

5. Level of Operating Approval:

Indicate the level of operating approval you are requesting with this application by checking the appropriate box. The level of operating approval is defined by the source's total [potential to emit \(PTE\)](#). If any one of the criteria pollutants or hazardous air pollutants emitted from the facility have a PTE that triggers a higher level of operating approval, then the entire source is subject to the rules and regulations that correspond to the higher level. The [Online Permit Guide](#) provides a more detailed explanation of the various levels of operating approval and permitting options. For every permit application, IDEM, OAQ's review of the application materials will determine if you have selected the appropriate level of operating approval.

If you are not sure what your permitting level should be, contact the permit reviewer of the day at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the [online form](#).

- **Exemption:** If you are applying for one of the permitting exemptions allowed under 326 IAC 2-1.1 or any other Article 2 rules, check this box and identify the specifics of the requested exemption in a separate document. Attach this documentation to the permit application packet.

NOTE: An application is not required to request an exemption. Some sources choose to request an official exemption letter to officially document the exemption status of the emissions unit or process.

- **Registration:** The criteria and scenarios that define the requirements for sources to obtain a registration are defined in 326 IAC 2-5.1, Construction of New Sources and 326 IAC 2-5.5, Registrations. Sources proposing to construct new emissions units need to refer to the new source registration pollutant PTE trigger levels defined in 326 IAC 2-5.1-2(a)(1). All other sources should refer to the pollutant PTE trigger levels and other criteria defined in 326 IAC 2-5.5-1(b). NOTE: Although the pollutant PTE trigger levels are listed under two different rules, they are exactly the same.
- **Source Specific Operating Agreement (SSOA):** The criteria and scenarios that define what types of sources may request a SSOA are defined in 326 IAC 2-9.
- **Permit By Rule (PBR):** The criteria and scenarios that define what types of sources may request PBR are defined in 326 IAC 2-10 and 2-11.

NOTE: An application is not required to operate under permit by rule. Some sources may choose to request an official letter acknowledging that the operating status has changed to permit by rule.

- **Minor Source Operating Permit (MSOP):** The criteria and scenarios that define the requirements for sources to obtain an MSOP are defined in 326 IAC 2-6.1. In general, if the pollutant PTE trigger levels are above those for a registration, but below those requiring a FESOP or TVOP, then the source should request an MSOP.
- **Federally Enforceable State Operating Permit (FESOP):** The criteria and scenarios that define the requirements for sources to obtain a FESOP are defined in 326 IAC 2-8. In general, if the uncontrolled pollutant PTE levels trigger the source to obtain a TVOP, the source may take a "federally enforceable" limit on PTE to less than their significant threshold for all of the pollutants that are triggering Title V applicability.
- **Title V Operating Permit (TVOP):** Pursuant to Title V of the Clean Air Act, any "Major Source," defined in Part 70 of the Code of Federal Regulations and in 326 IAC 2-7-1(22), is required to obtain a Title V Operating Permit. The TVOP is also referred to as a Part 70 permit. The criteria and scenarios that define the requirements for sources to obtain a TVOP are defined in 326 IAC 2-7.
- **Phase II Acid Rain Permit (P2ARP):** The [Acid Deposition Control Program](#), also known as the Acid Rain Program, is a federal program, established by the [United States Environmental Protection Agency \(U.S. EPA\)](#). The purpose of the Acid Deposition Control Program is to reduce the amount of sulfur dioxide (SO₂) and nitrogen oxide (NO_x) emissions to the atmosphere. These two pollutants affect the pH of precipitation (e.g., rain, sleet, snow, etc.) resulting in increased acidity. Under this program, the U.S. EPA set a limit, or "cap" on the total amount of SO₂ that can be emitted from all regulated power plants in the United States, amounting in an SO₂ emissions reduction of 10 million tons per year from the 1980 baseline values. The program also limits the rate of NO_x emissions allowed from coal-fired power plants. Pursuant to [40 CFR Part 72, Subpart G, Section 72.73\(a\)](#), IDEM is authorized by the U.S. EPA to review Phase II permit applications and to issue Phase II Acid Rain Permits.

6. Permit Type:

Indicate the type of permit you are requesting with this application by checking the appropriate box. The requested permit type will be specific to each permit application. The [Online Permit Guide](#) provides a more detailed explanation of the various permit types and permitting options. You may select each item that applies to the air permit application. For every permit application, IDEM, OAQ's review of the application materials will determine if the application warrants a multi-stepped permitting approach. For example, requests for administrative changes that are submitted with a construction request may be implemented within 30 to 60 days even though it may take up to 120 days for you to receive permission to construct the new equipment.

- **Initial:** If the permit approval you are requesting will be the first air permit for this source at this location, then we consider this to be your "initial" request for construction and operation approval.

- **Renewal:** If you have an existing registration, MSOP, FESOP, or TVOP that will be expiring, you need to submit a renewal application. In general, air permits will expire five (5) years after the issuance date. The timelines for submitting a timely renewal application are explained in greater detail on the OAQ website.
- **Combination:** If a source with an existing registration, MSOP, FESOP, or TVOP is owned or operated by an entity that also owns or operates a similar source located near the source in question, the permit may need to be combined with the other existing registration, MSOP, FESOP, or TVOP.
- **Closure:** If the source has ceased all operations and removed all of the equipment that required an air permit application, then the source should notify IDEM, OAQ Permits Branch and Compliance Branch that the source is closed.
- **Withdrawal:** If you have an existing registration, MSOP, FESOP, or TVOP that no longer reflects the nature of your operations, you may need to withdraw the permit. Likewise, if you have applied for a registration, MSOP, FESOP, or TVOP that is no longer needed, you may need to withdraw the application.
- **Relocation:** Relocations are only applicable to portable sources. If you are planning to relocate your portable source, this application should be submitted thirty (30) days prior to the proposed move.

NOTE: Stationary sources cannot “relocate”; therefore, any stationary source that moves to a new location is considered a new source and must comply with the applicable new source construction rules in 326 IAC 2-5.1.

- **Notice Only Change:** The criteria and scenarios that define a notice only change are outlined in 326 IAC 2-5.5-6(d) (for registration level sources) and in 326 IAC 2-6.1-6(d) (for MSOP level sources). A notice only change allows changes to an issued permit for an existing registered or MSOP source.
- **Administrative Permit Amendment:** The criteria and scenarios that define an administrative permit amendment are outlined in 326 IAC 2-7-11 (for TVOP sources) and in 326 IAC 2-8-10 (for FESOP level sources). An administrative permit amendment allows changes to an issued permit for an existing TVOP or FESOP source such as making typographic or administrative changes. The source may implement the changes addressed in the request immediately upon submittal of the request, and IDEM, OAQ must take final action on the request within 60 days. There is no public notice requirement.

NOTE: Whenever a change in ownership occurs, you should notify the IDEM, OAQ Compliance Branch and submit an administrative permit amendment request to the Permits Branch.

- **Modification/Revision:** The criteria and scenarios that define when a source or permit modification or revision is required are outlined in 326 IAC 2-5.5-6(d) for registration level sources, in 326 IAC 2-6.1-6(d) for MSOP level sources, in 326 IAC 2-8-11.1 for FESOP level sources, and in 326 IAC 2-7-10.5 and 326 IAC 2-7-12 for TVOP sources. If you intend to make any change that modifies or revises the source or the permit, this will be a modification/revision. This includes all modifications to TVOPs, revisions to FESOPs and MSOPs.
- **Review Request:** Whenever you have permitting questions, you are encouraged to contact the IDEM OAQ PROD. For confidential technical assistance, you may contact the [Office of Pollution Prevention and Technical Assistance \(OPPTA\)](#) at 1-800-988-7901. If you need to discuss a potential air permitting situation that cannot be resolved through a call or email to the PROD or OPPTA, you may need to ask for a review request.
- **Interim Approval:** The criteria and scenarios that define the requirements for construction of new sources and/or new emission units are outlined in 326 IAC 2-5.1. An interim permit allows a source to construct their new source while they await completion of their operating permit. Interim approvals are covered in 326 IAC 2-13.
- **Transition:** If you have an existing registration, MSOP, FESOP, or TVOP that will be expiring, you need to submit a renewal application. In general, air permits will expire five (5) years after the issuance date. The timelines for submitting a timely renewal application are explained in greater detail on the OAQ website.
- **General Permit:** For certain source types and permit levels, OAQ has developed a “general permit” that can be used in lieu of the more formal permitting process. The list of currently available general permits is included in

the general instructions and is available on the OAQ website. The criteria and scenarios that define the "general permit" process are outlined in 326 IAC 2-7-13.

- [Prevention of Significant Deterioration \(PSD\)](#): New constructions subject to 326 IAC 2-2 Prevention of Significant Deterioration (PSD) include "major modifications" and "major stationary sources" as defined in 326 IAC 2-2-1(x) and (y).

NOTE: The Prevention of Significant Deterioration/Emission Offset Checklist needs to be completed if the proposed new construction is subject to 326 IAC 2-2 Prevention of Significant Deterioration (PSD).

- [Emission Offset](#): New constructions that are subject to 326 IAC 2-3 Emission Offset include "major modifications" and "major stationary sources" as defined in 326 IAC 2-3-1(s) and (t).

NOTE: The Prevention of Significant Deterioration/Emission Offset Checklist needs to be completed if the proposed new construction is subject to 326 IAC 2-3 Emission Offset.

- [MACT Preconstruction Review](#): The Maximum Achievable Control Technology (MACT) Preconstruction approval requirements are located in 40 CFR 63.5 and incorporated by reference in 326 IAC 20-1-1. A MACT Preconstruction approval is required when an owner or operator proposes to construct or reconstruct an emissions unit or emissions units that are a major new affected source or major reconstructed affected source under one of the MACT standards contained in 40 CFR Part 63. The approval under 40 CFR 63.5 is only required if the proposed new or reconstructed affected source in and of itself has a HAP PTE greater than 10 tons per year of a single HAP or greater than 25 tons per year of a combination of HAPs.
- [Emission Reduction Credit \(ERC\) Registry](#): Any ERC that is to be entered into IDEM, OAQ's Emission Reduction Credit Registry (ERCR) must be registered using the forms provided on the IDEM, OAQ website. Once an entity has ERCs registered in the ERC Registry, any transfer, reduction, or removal of ERCs must be tracked in the ERC Registry.

7. Is this an application for an initial construction and/or operating permit for a "greenfield" source?

All new construction is subject to [New Source Review \(NSR\)](#). Check "Yes" if you are applying for an initial construction and/or operating permit for a "greenfield" source, previously undeveloped land. Check "No" if the application is for a permit renewal, and no additional emissions units are to be constructed, or for a source that has already been constructed and needs only to obtain a first-time operating permit.

8. Is this an application for construction of a new emissions unit at an existing source?

All new construction is subject to [New Source Review \(NSR\)](#). Check "Yes" if you are to construct a new emissions unit at an existing source. Check "No" if the application is for a permit renewal, and no additional emissions units are to be constructed, or for a source that has already been constructed and needs only to obtain a first-time operating permit.

Part B: Confidential Business Information

Part B is intended to identify permit applications that require special care to ensure that confidential business information is kept separate from the public file. All information submitted to IDEM will be made available to the public unless it is submitted under a claim of confidentiality. Claims of confidentiality must be made at the time the information is submitted to IDEM, and must follow the requirements set out in the [Article 17.1, Rule 4, Section 1 of the Indiana Administrative Code \(326 IAC 17.1-4-1\)](#).

9. Is any of the information contained within this application being claimed as confidential business information?

If yes, your claim of confidentiality must meet the requirements in 326 IAC 17.1-4-1 regarding confidential business information. Failure to follow these requirements exactly, will result in your confidential information becoming a public record, available for public inspection. To ensure that your information remains confidential, refer to the [IDEM, OAQ information regarding submittal of confidential business information](#). For more information on confidentiality for certain types of business information, please review IDEM's [Nonrule Policy Document Air-031-NPD regarding Emission Data](#).

Part C: Certification of Truth, Accuracy and Completeness

Part C is intended to be the official certification that the information contained within the air permit application packet is truthful, accurate, and complete. Any air permit application packet that we receive without a signed certification will be deemed incomplete and may result in denial of the permit.

The “responsible official” or “authorized Individual” must review the contents of the air permit application packet, and certify that the air permit application packet is truthful, accurate, and complete with respect to the source’s current operations by placing a check on the box next to the certification statement. Below the certification statement in the spaces provided, The “responsible official” or “authorized Individual” must provide their legal name, their title (with respect to the source), their signature, and then provide the date on which they certified the application packet.

For a TVOP or a SSOA, a “responsible official” as defined in 326 IAC 2-7-1(34) must certify the air permit application. For all other applicants, this person is an “authorized Individual” as defined in 326 IAC 2-1.1-1(1).

Summary of Websites

1. Indiana Department of Environmental Management (IDEM): <http://www.in.gov/idem/>
2. Office of Air Quality (OAQ): <http://www.in.gov/idem/air/>
3. Permit Reviewer of the Day (PROD) online form: <http://www.in.gov/idem/air/permits/prodform.html>
4. Indiana Local Agency Offices: <http://www.in.gov/idem/guides/permit/air/localairagencies.html>
5. IDEM Regional Offices: <http://www.in.gov/idem/offices>
6. Potential To Emit (PTE): <http://www.in.gov/idem/guides/permit/air/airemissions.html#pte>
7. IDEM Online Permit Guide: <http://www.in.gov/idem/guides/permit/>
8. Exemption: <http://www.state.in.us/idem/guides/permit/air/aioperatingpermits.html>
9. Registration: <http://www.state.in.us/idem/guides/permit/air/aioperatingpermits.html>
10. Source Specific Operating Agreement (SSOA): <http://www.in.gov/idem/guides/permit/air/aioperatingpermits.html>
11. Permit By Rule (PBR): <http://www.in.gov/idem/guides/permit/air/aioperatingpermits.html>
12. Minor Source Operating Permit (MSOP): <http://www.in.gov/idem/guides/permit/air/aioperatingpermits.html>
13. Federally Enforceable State Operating Permit (FESOP):
<http://www.in.gov/idem/guides/permit/air/aioperatingpermits.html>
14. Title V Operating Permit (TVOP): <http://www.in.gov/idem/guides/permit/air/aioperatingpermits.html>
15. Phase II Acid Rain Permit (P2ARP): <http://www.in.gov/idem/air/permits/apps/acidrain/index.html>
16. U.S. EPA Acid Deposition Control Program: <http://www.epa.gov/airmarkt/arp/index.html>
17. United States Environmental Protection Agency (U.S. EPA): <http://www.epa.gov/>
18. 40 CFR Part 72, Subpart G, Section 72.73(a): http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr72_00.html
19. Initial: <http://www.in.gov/idem/guides/permit/air/airconstruction.html>
20. Renewal: <http://www.in.gov/idem/air/permits/index.html>
21. Combination: <http://www.in.gov/idem/air/permits/index.html>

22. Closure: <http://www.in.gov/idem/air/permits/index.html>
23. Withdrawal: <http://www.in.gov/idem/air/permits/index.html>
24. Relocation: <http://www.in.gov/idem/air/permits/index.html>
25. Notice Only Change: <http://www.state.in.us/idem/guides/permit/air/airconstructionatexisting.html>
26. Administrative Permit Amendment: <http://www.state.in.us/idem/guides/permit/air/airconstructionatexisting.html>
27. Modification/Revision: <http://www.in.gov/idem/guides/permit/air/airconstructionatexisting.html>
28. Review Request: <http://www.in.gov/idem/air/permits/index.html>
29. Office of Pollution Prevention and Technical Assistance: <http://www.in.gov/idem/oppta/assistance>
30. Interim Approval: <http://www.in.gov/idem/air/permits/apps/interim/index.html>
31. Transition: <http://www.state.in.us/idem/guides/permit/air/airconstructionatexisting.html>
32. General Permit: <http://www.in.gov/idem/air/permits/index.html>
33. Prevention of Significant Deterioration: <http://www.in.gov/idem/air/permits/apps/psd/index.html>
34. Emission Offset: <http://www.in.gov/idem/air/permits/apps/psd/index.html>
35. MACT Preconstruction per 40 CFR 63.5: <http://www.in.gov/idem/air/permits/index.html>
36. Emission Reduction Credit (ERC) Registry: <http://www.in.gov/idem/air/permits/index.html>
37. New Source Review (NSR): <http://www.IN.gov/idem/air/topics/#II>
38. Article 17.1, Rule 4, Section 1 of the Indiana Administrative Code (326 IAC 17.1-4-1):
<http://www.in.gov/legislative/iac/T03260/A00171.PDF>
39. IDEM, OAQ guidance regarding submittal of confidential business information:
<http://www.in.gov/idem/air/permits/apps/cbi.pdf>
40. IDEM's Nonrule Policy Document regarding Emission Data (Air-031-NPD):
<http://www.in.gov/idem/air/rules/nrpd/index.html>